

AGING AND DISABILITY SERVICES DIVISION (ADSD) GRANTEE REPORTING SCHEDULE

Revised September 2016

Please contact your assigned ADSD Resource Development (RD) Specialist if you require assistance with a reporting item or need additional information.

<u>Carson City Office:</u> VACANT – Contact another RD Specialist or Kristi Martin, RD Mgr. (702) 486-3519 kmartin@adsd.nv.gov	<u>Elko Office:</u> Shirley Chantrill (775) 753-1315 schantrill@adsd.nv.gov	<u>Las Vegas Office:</u> Danielle Cooper (702) 486-0852 dcooper@adsd.nv.gov Katrina Fowler (702) 486-3518 klfowler@adsd.nv.gov	<u>Reno Office:</u> Judy Ferrer (775) 687-0825 jferrer@adsd.nv.gov
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REPORT/DOCUMENT	INSTRUCTIONS	DUE DATE		
GRANT AWARD				
Notification of Grant Award (NGA)	Mail the signed originals to the Resource Development (RD) Specialist specified in the email that contained the grant award.	Ten (10) days after receipt.		
Confidentiality Addendum (CA) <i>Applies to grantees that enter data into SAMS</i>				
FISCAL-RELATED REPORTING / FORMS				
Request for Funds (RFF) Aging Services RFFs are emailed with each NGA. Disability Services RFF: <u>Download Online</u>	Follow <u>ADSD's Policy</u> (click to download from the website). Email the completed* RFF to <u>adsdgrants@adsd.nv.gov</u> *The RFF must be emailed with a signature. Typed "signatures" will not be accepted.	To receive timely advanced payments, Request for Funds should be emailed by the 10 th calendar day of the month preceding the quarter requested.		
Quarterly Financial Report (QFR) Aging Services QFRs are emailed with each NGA. Disability Services QFR: <u>Download Online</u>	Follow <u>ADSD's Policy</u> (click to download from the website). Email the completed QFR to <u>adsdgrants@adsd.nv.gov</u> and your assigned RD Specialist.	10 th calendar day of the month following the end of a reporting quarter. <table><tr><td>October 10 April 10</td><td>January 10 July 10</td></tr></table> You must submit a report for each grant you receive from ADSD, even if you did not spend any of the funding during the reporting period.	October 10 April 10	January 10 July 10
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PROGRAMMATIC REPORTING		
Social Assistance Management System (SAMS) Or Monthly Group Reporting (Non-SAMS)	Record client and monthly service delivery data in SAMS. Programs that submit a monthly report outside of SAMS, at the direction of ADSD, which contains group service provision, must submit the information online at http://adsd.nv.gov/Programs/Grant/Reporting/GroupReporting/ .	Input/submit monthly data by the 10th calendar day of the following month. <i>Example:</i> Input January's data by February 10th.
Evidence-Based Programming Report	Excel spreadsheet with cumulative data submitted quarterly. If the <u>ADSD-supplied form</u> is not used, the information reported must contain the same data elements. Email to Jeff Doucet at jsdoucet@adsd.nv.gov and your assigned RD Specialist	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
Home Modification or Repair Report	Excel spreadsheet submitted quarterly. Modifications and repair expenses are listed by date and type. <u>Click here for the reporting template.</u> Email to Danielle Cooper at dcooper@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
Transportation Program Mileage Report	Submit quarterly online at: http://adsd.nv.gov/Programs/Grant/Reporting/TransportationMileageReport/	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10

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PROGRAMMATIC REPORTING (Continued)		
State Transportation (ST) <i>For grantees that receive ST funding</i> <u>Download FY16 Form Online</u>	Email to Shirley Chantrill at schantrill@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
State Volunteer (SV) <i>For grantees that receive SV funding</i> Download Forms Online: <u>Instructions</u> <u>Expense and Service Report</u> <u>Narrative Report</u>	Email to Shaina Holmes-Robinson at sholmes-robinson@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
Title V, Senior Community Service Employment Program (SCSEP) <i>For grantees that receive SCSEP funding</i>		
Quarterly Narrative Progress Report <u>Download Form Online (.doc)</u>	Email to Shirley Chantrill at schantrill@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
SPARQ Data Entry <i>Download Forms Online:</i> <u>Security Policy</u> <u>Attachment A</u> <u>Attachment B</u>	Client and unit of service data are submitted online at https://www.sparq.doleta.gov/index.cfm	Due 30 days after the end of a quarter, or as otherwise indicated by ADSD.

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MIPPA – Reporting Template <i>For MIPPA partners</i> <u>Download Form Online</u>	Email to Jeff Doucet at isdoucet@adsd.nv.gov	Due by the 10 th calendar day of each month following the month of service.
State Health Insurance Assistance Program (SHIP)	Email to Wanda Brown at wbrown@adsd.nv.gov and Kathryn Lopan at kalopan@adsd.nv.gov	<ul style="list-style-type: none"> – Volunteer Coordinator's Monthly Activity Report due by the 5th of each calendar month following the month of service. – Annual Resource Report for Sub-State Areas due by May 1 for prior grant year (April 1 - March 31). – Annual Strategic Plan for new grant year (April 1 - March 31) due by January 15th. – Year End Progress Report for grant year (April 1 - March 31) due by January 15th of that grant year. – Mid-Term Progress Report due September 15 for period April 1 - August 30.